

FILES REDUCTION PROJECT

OFFICE OF LOGISTICS

(Show volumes in cubic feet)

	As of <u>2 April 1971</u>	As of <u>30 April 1971</u>
All holdings scheduled or non-scheduled:		
1. Office Files on Hand: Correspondence, Cases, etc.	<u>32.0</u>	<u>26.0</u>
2. Card-size Files: Aperture cards, tab cards, card files, microfiche, etc.	<u>.1</u>	<u>.1</u>
3. Odd-size Material: Maps, photographs, charts, films, etc.	* <u>90.0</u>	<u>23.0</u>
4. Reference Materials: Library books, catalogs, manuals, newspapers, periodicals, etc.	<u>2.0</u>	<u>2.0</u>
5. Magnetic Tapes. (____ Number of Reels)	_____	_____
6. Microfilm Reels. (____ Number of Reels)	_____	_____
7. Total Volume on Hand. (Total of 1 thru 6)	<u>124.1</u>	<u>51.1</u>

Cubic feet of records destroyed within your office during the reduction project exclusive of normal day to day destruction processes:

6.0

Total Records retired during reduction project:

.0

Number of pieces of filing equipment and/or safes
turned in as a result of the reduction project:

0

Percentage of reduction obtained:

51%

25X1A

30 April 71

Date



Building Planning Staff, OL

Division or Staff

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p> <i>A - 3 1/2"</i> <i>"K - 1' 26.</i> <i>"H - 2' 6.</i> <hr/> <i>6 1/2 32</i> </p> <p> <i>Incorrect capacity figure</i> </p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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$$\begin{array}{r} .1 \\ 90.0 \\ 2.0 \\ \hline 124.1 \end{array} \quad \begin{array}{r} 124.1 \\ 51.1 \\ \hline 73.0 \end{array}$$

~~$$\begin{array}{r} 73 \overline{) 124.00} \\ \underline{73} \\ \end{array}$$~~

$$\begin{array}{r} .51 \\ 124.1 \overline{) 73.00} \\ \underline{620} \\ 110 \end{array}$$

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